

Lansing, Michigan

August 7, 2001

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, August 7, 2001, at 11:00 a.m.

Present: Cathy Wilson, Deputy Director of State Government Affairs,  
representing John Engler, Governor, Chairperson  
David Hildenbrand, Deputy Chief of Staff, representing Dick  
Posthumus, Lt. Governor  
Theodore Hughes, Assistant Attorney General for Law, representing  
Jennifer M. Granholm, Attorney General  
Julie Croll, Chief Deputy State Treasurer, representing Douglas B.  
Roberts, State Treasurer  
A. Edwin Dore, Deputy Secretary of State, representing Candice  
Miller, Secretary of State  
Jean Shane, Administrative Assistant, representing Thomas D.  
Watkins, Superintendent of Public Instruction  
Arlene Oisten, Secretary

Absent: None

Others Present:

Sherry Bond, James Burris, Kathy Jones, of the Department of  
Management and Budget; Randy Knapp, Pam Lavender, of the  
Department of Transportation; Katherine Knoll of the American  
Heart Association

1. CALL TO ORDER:

The meeting was called to order by Ms. Wilson. Reverend Casey Wells of  
Westminster Presbyterian Church in Lansing gave the invocation. Ms.  
Wilson led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Hildenbrand moved that the minutes of the State Administrative Board for the regular meeting of July 17, 2001 be approved as distributed. Mr. Dore supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

Ms. Knoll had given copies of the letter from Albert Sparrow, MD, of the American Heart Association. This letter is in support of an item on the Finance and Claims Agenda of July 31, 2001. The \$750,000 item is for automated external defibrillators to be placed in state office buildings as life saving devices.

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

General Schedule No. 16 – Records Retention and Disposal Schedule for  
Michigan Trial Courts, 6/17/01  
Kalamazoo County, Battle Creek International Airport, 7/13/01  
Charter Township of Waterford, Waterford Police Department, 7/11/01

Retention and Disposal Schedules:

Consumer and Industry Services, Office of Financial and Insurance Services,  
Office of Financial Evaluations, 5/21/01  
Family Independence Agency, Human Resources, 6/25/01

Mr. Hughes moved that the Certified Retention and Disposal Schedules and the Retention and Disposal Schedules be approved by the Board. Ms. Shane supported the motion and it was unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:  
(Please see the following pages)

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Ms. Croll presented the Finance and Claims Committee Report covering the regular meeting held July 31, 2001.

Mr. Hughes asked about the location of the agenda item referred to in the letter from the American Heart Association. It was item 9 (1) on the Finance and Claims agenda.

After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Finance and Claims Committee Report of July 31, 2001 be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

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Ms. Croll presented the Building Committee Report covering the regular meeting held August 1, 2001. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Building Committee Report of August 1, 2001 be approved and adopted. The motion was supported by Mr. Hughes and unanimously approved.

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Mr. Dore presented the Transportation and Natural Resources Committee Report for the regular meeting of August 1, 2001. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held August 1, 2001 be approved and adopted noting the withdrawal of item 105. The motion was supported by Ms. Croll and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Dore moved the meeting be adjourned. The motion was supported by Mr. Hildenbrand and unanimously approved. Ms. Wilson adjourned the meeting.

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SECRETARY

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CHAIRPERSON